

**Tennessee Prevention Network Announcement of Funding
Proposal Information Session
January 4, 2012**
*(The Questions Below Represent those asked before, during, and after the
Proposal Information Session)*

Funding/ Budget Questions

Question: How much funding is available for these services? Specifically, is there a maximum amount we can request in our proposal?

Answer: There is approximately \$1.2 million available in funding for the Tennessee Prevention Network (TPN) services. However, this number is subject to change based on the availability of funding and priorities. There is no maximum amount that can be requested.

Question: There are no budget forms or instructions pertaining to the budget other than on page 25 (Attachment C). Are there additional forms or information and instructions and if so when will they be provided?

Answer: Attachment C is the only budget form that will be provided. TPN services will be provided on a unit rate of \$30 per person per hour thus the budget allocation depends on the number of persons and number of hours of service you are proposing to provide.

Question: Are indirect costs allowed and if so is there any cap on indirect costs?

Answer: Indirect costs are included in the unit rate.

Question: Regarding the “Announcement of Funding for Substance Abuse Prevention Services”, is the use of sub-contractors allowed?

Answer: Yes, the use of sub-contractors is allowed based upon approval of TDMH.

Question: Regarding the budget formula on Attachment C. Row 12 entitled Budget Request has a formula of Row 11 X Row 9 X \$30. We wanted to make sure this is the correct formula. If so, it comes out to be a very large number. While we would be grateful, we felt this formula might be in error.

Answer: Yes, there was an error. This has been corrected in Amendment 2. Please see the amended Announcement of Funding posted on the website.

Question: Our current program has a high number of contact hours 12 months a year. When working in the new fee for service formula it increases the dollar amount requested *significantly*. How will this impact us or anyone in the same

situation with regards to requesting re-funding for a significantly larger amount than previous years?

Answer: There was an error in the originally posted budget formula. This has been corrected in Amendment 2. Please see the amended Announcement of Funding. The State may not be able to fund programs at the amount of funding requested.

Question: Can you tell us what the "State-established rate per person per hour of service" is so that we can take this into consideration when determining the number of youth we propose to serve? Will this way of determining payment make a difference in how funding is disbursed through the year? Please explain the payment process.

Answer: TPN services will be provided at a unit rate of \$30 per person per hour thus the budget allocation depends on the number of persons and number of hours of service you are proposing. Payment for services will be based on services being delivered.

Question: Is the fee for service \$30 per hour per participant, or per program staff?

Answer: The fee for service is per participant per hour.

Question: We heard several months ago that funding allocations would shift from 60% individual agencies and 40% coalitions to 60% coalitions and 40% individual agencies. Is this the way the funding will be allocated?

Answer: All federal budget decisions have not been made at this time so we do not know the exact ratio of funding allocations. There is approximately \$1.2 million available in funding for the Tennessee Prevention Network (TPN) services.

Question: Will another RFP be issued for Coalition funded prevention?

Answer: Yes. The Established and Developing Coalition Announcements of Funding were released on January 3, 2012.

Question: On page 25, Attachment C (Implementation worksheet and budget request form) line 12 identifies a "budget request total." Does this box reflect the total possible grant to be received or will there be additional funding added to cover additional overhead?

Answer: Yes, the budget request indicates the total request possible. Overhead/ Indirect costs are included in the unit rate.

Question: How much money is in the current SAPT block grant, and how much of this goes to prevention?

Answer: Tennessee receives \$29.6 million in federal block grant SAPT funds. Approximately \$6 million (21%) is budgeted for prevention. The approximate

breakdown of use of these funds this year is 40% for services and 60% for coalitions. Of the 40% that goes towards services, \$1.2 million will go towards the Tennessee Prevention Network and the remainder will go towards other prevention programs funded by the State, such as Substance Abuse Mental Health Liaisons and TTI. The State reserves the right to change funding allocations based on the availability of funding and priorities.

Question: How much of a cut to prevention does this funding cycle represent?

Answer: The money is being allocated differently. This year there is \$4 million allocated to TPN grantees; in the coming grant cycle, there will be \$1.2 million allocated to TPN grantees. However, this number is subject to change based on the availability of funding and priorities.

Question: How much of a reduction in funding can we expect for our agency?

Answer: We are unable to answer this at this time. There is a change in funding availability as well as a change from cost reimbursement grants to unit rate grants.

Question: What if our evidence based practice suggests a large number of sessions?

Answer: The State may ask you to provide services to fewer recipients if it is able to fulfill only part of your funding request.

Question: How do we invoice for services we provide to families?

Answer: Families as part of a larger program that is an evidence based practice is fine. You will invoice for the child or youth present in the family session, because the child is the service recipient.

Question: Does the guideline of only invoicing for the child or youth present in the family session apply for group *and* individual sessions?

Answer: Per SAMHSA, we are not allowed to fund individual sessions through the SAPT Block Grant.

Question: Are universal events no longer funded?

Answer: No, they are not. Only curriculum sessions are funded directly.

Scoring Criteria

Question: Will you provide a breakdown of the 200 points assigned by proposal component of the grant proposal so we can see the relative scoring weight of each component for scoring purposes?

Answer: No, this information is not included in the Announcement of Funding document and will not be provided.

Formatting

Question: Would you consider releasing a copy of the AOF in MS Word format so that proposers can work with the document and forms more easily?

Answer: The worksheets are now available on the Department website in MS Word format.

Question: On page 11, line 1.9.2.9 states that “Worksheets (Attachments A –C) must be used and the format cannot be altered.” The form that was on the website is a pdf file that does not contain field for editing/typing our information into the spaces provided. Is it ok to recreate these forms to replicate & match the forms in the packet, print them out and write the information in pen, or is there a form that can be sent so that we can enter the information into the fields?

Answer: The worksheets are now available on the Department website in MS Word format.

Question: Is the transmittal letter different from the cover sheet?

Answer: Yes.

Question: Would you provide guidance/instructions and/or a template for the required Transmittal Letter?

Answer: The letter should include the name of the agency submitting the proposal and be signed by a representative of the agency.

Question: For the last grant application there was the option for letters of recommendation, is this possible for the current application? If so, where should it be placed and would they count against the page limit?

Answer: Please only include requested application materials. Please do not send letters of recommendation.

Question: On Page 9, line 1.6, what specifically is the Prosper contact list? Is this included on the cover sheet (Attachment A, page 22)?

Answer: The intent of this question needs further clarification.

Question: Should page numbers of the proposal begin on the cover sheet or the narrative? The AOF says two different things.

Answer: Page numbers should begin on the cover sheet as noted in Section 1.9.2.10. of the AOF. Section 1.10.4.4. is not in conflict as it is referring to the numbering for the Table of Contents.

Question: Can the header be outside of the 1” page margin?

Answer: Yes.

Question: Should the worksheets be embedded in the narrative, or included as attachments?

Answer: The worksheets should be included as attachments, after the narrative. Please see 1.9.2.10 for further information about how to assemble the proposal.

Question: Should the proposal be organized point by point (i.e., labeled according to the section of the AOF addressed, such as “2.1.1.”)?

Answer: Please see the directions listed under “Proposal Narrative” which state, “Responses should fully address each item and be numbered for clarity.”

Question: Would it make sense to “break out” the curriculum worksheet to separate the distinct populations served?

Answer: That is your choice.

Question: We use five curriculums, and the curriculum worksheet only has space for three. Can we add a second page of curriculums?

Answer: Yes.

Question: 18-24 year olds are not included in the Attachment C Worksheet for indicated populations.

Answer: Amendment 3 has been posted to correct this inconsistency. Additionally, a new Attachment C Worksheet has been posted in Word.

Question: How do I enter a 90 minute session in the budget spreadsheet?

Answer: Enter the time in hours as “1.5.”

Question: Are letters of agreement for referrals required from a school system as a whole, or from each school?

Answer: We prefer to have letters from each principal, but recognize that differences in how school systems work. The AOF does not detail the requirements here.

Certification

Question: Scope of Services A.5.a.(10) Can you describe the process involved to become certified as a Prevention Specialist?

Answer: Please see the attached document about the certification process.

Question: Where are we in the process of certifying Prevention Specialists?

Answer: “Grandfathering in” of prevention specialists will begin very soon. This process is not determined by the Department. The Tennessee Certification Board will make the decision about when to open the Grandfathering process.

Question: Also I have a question concerning the Certified Prevention Specialist. It is my understanding that the Prevention Specialist to be certified has to be on staff for a minimum of 25 hours a week. Is that a correct assumption? Since we are partnering with Tennessee Drug Awareness Council, is it possible for them to have the certified Prevention Specialist on their staff, especially in light of the fact that

they will be coming into our club with their Prevention Specialist speakers? We intend to work with our club members here at this location and the new location on Wayne Street.

Answer: In A.5.a.(10). the Scope of Service states, “The identified individual(s) must be on staff or contracted for a minimum of twenty-five (25) hours per week

Program

Question: On page 8, line 1.3.4.3 states we are to “document evidenced based strategies as determined by compliance in one of the following area: in inclusion in Federal registries of evidenced based interventions; peer review reports; or documented effectiveness supported by other sources of information (intervention is based on a theory of change, intervention is similar in content & structure to interventions that appear in registries, or intervention has been effectively documented as effectively implemented in the past, & multiple times attentive to scientific standards of evidence & with results that show patterns of positive effects).” – do we need to include citations of these sources and journals & how would we get a listing of Federal Registered of evidenced-based interventions?

Answer: The questions in Section 2.4.2 ask you to explain the Evidence Based Practice you are using in detail. The National Registry of Evidence Based Practices is available at <http://nrepp.samhsa.gov/>. OJJDP Model Programs list is available at: <http://www.ojjdp.gov/mpg/> . Other registries of evidence based practices are available at <http://www.nectac.org/topics/evbased/evbased.asp>.

Question: For quantitative & qualitative ATOD data needed to demonstrate there is a problem and a need for program services (see page 16, line 2.1.4.2), there is limited quantitative data for some county students, however, there are numbers from school referrals for behavior and out of those students, who were identified with substance abuse issues. Would this be sufficient to include for this data?

Answer: Data should support the proposed programming for the service area.

Question: The RFP implies that a program may serve selective, indicated and universal populations. Is this correct?

Answer: 1.3.4.2. lists the Target selective subgroups or indicated individuals that can be served. Universal services are not the focus of the Tennessee Prevention Network.

Question: Is an applicant required to serve all counties in the Region they are proposing to serve?

Answer: No.

Question: The Announcement of Funding uses the terms “selective” and “selected” for service populations. Do they mean the same thing?

Answer: Yes.

Question: What constitutes state approval to serve a population other than those listed?

Answer: Being awarded a grant contract to serve that population.

Question: Do services for substance users count as “prevention” or as “treatment”?

Answer: The services count as prevention as long as criteria for substance abuse diagnosis are not met.

Question: What counts as an indicated population?

Answer: A population identified because of individual risk factors. Please see Section 1.3.4.2 of the Announcement of Funding for further information.

Question: What if we are using a program that is not in the registry but “parallels” evidence based practices in the registry?

Answer: Section 1.3.4.3 defines the guidelines used by the State for determining if a program/ strategy is evidence based.

Question: How should we reflect 60% attendance achievement in our goals and objectives?

Answer: That is up to you.

Question: Are make-up sessions allowed in the case of bad weather or school closings?

Answer: It is advised that you enter all individuals who took part in a make-up session, whether they “made up” the session separately or together, in one “session” on TN-WITS so that attendance averages are not affected.

Question: Are there no more required before and/or after school hours?

Answer: No.

Question: How does the monitoring process work?

Answer: Every agency must have a visit every three years; agencies with more funding may be visited every year. The Department (including Mental Health) has begun to combine monitoring visits to have fewer visit days each year. This process is very transparent, and you will know what we are looking for before the monitoring visit.

Question: Can you explain Attachment D – Basic Life Safety Requirements?

Answer: State funded programs must provide safe environments that control disease. You must identify locations where services will be provided and verify that life safety requirements have been met. This will have to be verified with documents in the case of award of funding; these documents do not have to be submitted with the proposal.

Question: Is the TB test required for volunteers? What other tests are required?

Answer: No other tests are required. The test is required for staff because families involved with alcohol and drug abuse have a higher risk for TB. The test is required for staff only for prevention contracts, and not for volunteers. There must be someone who is CPR certified available during each session.

Question: An assessment tool is referenced in the Scope of Services, CRAFFT. The reference in the scope of services does not indicate whether that is a REQUIRED assessment or one named as an example. Could you clarify, please?

Answer: The Scope of Services Section A.5.c.(1). states, "If the Grantee will be serving an indicated population, the Grantee must use the CRAFFT Screening Tool, defined in Section A.2., in order to determine if the individual is appropriate for services."

Question: Does the definition of 'low school performance/truancy' as a targeted behavior for improvement through the prevention program also includes the concept of decreased disciplinary problems in the school setting as a valid measurement of program success?

Answer: Yes.

Question: The Early Risers' prevention program includes not only group activities, but also includes individualized interactions with kids (e.g. mentoring) as well as interactions with individual families whose children participate in the program. In order to accurately reflect the full breadth of the program's services in the TNWITS system, we were told to adjust the way the services were entered into TNWITS. If the TNWITS program rolls the individualized services delivered through those modalities into a 'group' for purposes of recording the service in the TNWITS system, is this how those services should be entered under the contract beginning on July 1, 2012? If so, how should those services be counted on Attachment C?

Answer: DADAS will only pay for the child or youth present in the family session, because the child is the service recipient. Even though, your evidence based program may advise that you do one on one sessions SAMHSA has stated that we are not allowed to do one on one work. Everything must be done in group sessions with the exception of mentoring and Student Assistance Programs which are specifically mentioned in the SAPT Block Grant. Please see the Scope of Services Section A.2.b. for a list and description of the types of approved services in the Tennessee Prevention Network.

Question: My question relates to section 1.9.7 on page 13 regarding submitting only one proposal per agency. At Helen Ross McNabb we currently have two prevention programs funded under two separate TPN contracts/program plans: Strengthening Families and Life Skills Training. The question is: is it possible for us to include both programs into one RFP proposal or would this be considered "two proposals" and thus subject for disqualification? Thanks in advance for your time.

Answer: It is possible for you to include both programs into one AOF proposal and this would not be considered a reason for disqualification.

Eligibility

Question: Are school systems eligible to apply for this funding?

Answer: Please see Proposer Eligibility listed on Page 5, Section 1.3.2.

Question: Intended Scope of Services, Section A5 a(10) – Prevention Specialist: If the purpose of this position is to ensure the fidelity of the application of the EBP, can a certification specifically connected to the EBP be substituted for the IC&RC certification?

Answer: No, the intent is also to ensure that prevention science is understood by those who contract with the State for Substance Abuse Prevention funding.

Question: The RFP implies that SAP Programs are eligible for funding? Is this correct?

Answer: Please see Proposer Eligibility listed on Page 5, Section 1.3.2.

Coalition Collaboration

Question: Will programs be required to work with Coalitions in each county? If so, how is this to be documented?

Answer: The AOF discusses collaboration with community groups in several sections including 1.10.3.3. Additionally, 1.11.4.2 requires participation in a regional prevention workgroup. Finally, Section.2.2.1.4. asks for a description of how the target population(s) has been identified in the community anti-drug coalition's comprehensive strategic plan or if the community does not have an anti-drug coalition, to describe how the target population has been identified in other community planning processes."

Submission/ Mailing List

Question: Is hand delivery of proposals accepted? Where/to whom should they be delivered?

Answer: Yes. Please see Section 1.9.5. for further information. There will be a table on the 10th floor of Andrew Johnson Tower near the elevator. There is no one person who must accept the proposal.

Question: Should I get a receipt when I deliver my proposal?

Answer: Yes. Section 1.9.5. states, "If the proposal is hand delivered, a signed receipt from the State will be given to the delivery person as verification of receipt.

Question: What if I submit my proposal by mail, will I receive confirmation?

Answer: See Section 1.9.5., which states, “Receipt of proposals submitted using a mail delivery service will be provided via email.

Question: How can I subscribe to the TPN AOF mailing list?

Answer: See Section 1.6., Proposer Notice of Intent to Propose.

Question: Who will send responses to AOF questions submitted via e-mail?

Answer: Dave Farmer.

Question: Is there a typo on the ZIP code for Andrew Johnson Tower in the AOF?

Answer: Yes, the zip code on page 13, 1.9.4. is incorrect. An amendment to the Announcement has been issued to address the problem. The correct zip code is 37243.

Selection

Question: Will you decide to fund one agency and not another because you would prefer to serve one indicated population over another indicated population?

Answer: Section 1.3.4.2 lists the priority selective and indicated populations.

Question: Will agencies who have been funded in the past have an advantage?

Answer: No – they may have slightly more responsibility, as we may refer to monitoring reports for past grantees in allocating this year’s funding. A large number of monitoring findings could impact receipt of this year’s funds.

Question: Will CSAP Service to Science award recipients be preferred in the case of a tie?

Answer: No.

Question: Does our location in Tennessee matter?

Answer: We intend to fund a distribution of agencies across Tennessee.

Question: Can you describe the review process?

Answer: The review will be conducted by DADAS employees and non-DADAS employees. There will be a rubric with scoring criteria. Multiple individuals will score each proposal. They will mark the proposals and make comments.

Question: Will comments be returned to the agencies?

Answer: If they are requested from the agency.

Question: If we believe that we will serve all populations, but do not receive referrals for all populations, will we be penalized?

Answer: Only potentially in payment. Remember, it is the intention of the department that service recipients be placed in groups that are appropriate for them, which likely does not mean lumping many populations together.

